

Oregon State University Extended Fixed-Term Contracts Procedures Academic Faculty

Extended Fixed-Term contracts are generally available to employees in the following academic ranks who are appointed at a minimum of 0.75 FTE, have been in their position at least three (3) years, have made significant contributions to the University over a sustained period, and have passed the first promotion in rank:

- Senior Instructor;
- Associate and Full Professor (Extension);
- Associate and Full Professor (Senior Research);
- Associate and Full Professor (Clinical); and
- Senior Faculty Research Assistant.

An extended year contract may also be given to the head of a major administrative unit, generally upon initial appointment into his/her position, upon approval of the respective Vice President or Vice Provost and the Vice Provost for Academic Affairs. Contact the Office of Human Resources for additional information regarding procedures associated with such an appointment

A reasonable expectation of funding continuation for the position must exist for an extended year contract to be given to a faculty member.

- **Extended contract:** Fixed-term faculty in positions funded by education and general funds will be considered for an extended contract if there is a reasonable expectation that funds will be available for the duration of the contract. Education & General funds or other types of recurring funds (e.g. Federal or County Extension funds, Forest Research Lab funds, Federal Agriculture Experiment Station) may meet this criteria.

Process to Initiate An Extended Fixed-Term Contract:

A justification letter that includes the following information is to be prepared by the department/ unit head and submitted to the dean for concurrence and approval of an extended fixed-term contract:

- Employee's name, rank and position number;
- Time in academic rank and rank promotion date;
- Employee's FTE;
- Funding source(s) for the contract;
- A statement explaining the anticipated funding period available for continuation of the position; and
- Summary of the employee's sustained contributions to the University.

Human Resource Procedures:

If the request is approved by the Dean, the department/unit representative logs into the OSCAR (<https://oscar.oregonstate.edu>) *Employment Change/Job Change* site and completes the task to change the employee's appointment begin and end dates. In the **Remarks** section note "Initiation of an Extended Fixed-Term Contract".

Materials to be sent to Academic Human Resource Officer:

The Employment Change/Job Change form,
Copy of the justification letter, signed and approved by the Dean.

The Academic Human Resource Officer will prepare an initial contract letter and forward it and accompanying materials to the Vice Provost for Academic Affairs for review and approval.

If approved:

- The contract letter will be returned to the department to be signed by the department head, Dean and faculty member.
- The fully executed letter must be forwarded to the Office of Human Resources before action will be taken on the *Employment Change/Job Change* request.

If denied, all materials will be returned to the department with an accompanying explanation.

The Office of Human Resources will review extended contract requests for consistency with policy.

Annual Review: The department head will review the appropriateness of continuation of an extended year contract each year, consistent with University contract renewal policies. The department head will continue to be aware of, record, and hold employees accountable for performance levels during their extended year contract. Documentation of such a review will be maintained in the department.

For more information about academic appointments, see the Academic Appointment Guidelines:
<http://oregonstate.edu/admin/hr/acadappt.pdf>